

After School Club Policy

Purpose of the policy

- To describe how the school delivers an After School Club service which is affordable, sustainable and of quality.

Aims

Through our After School Club, we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

- After School Club runs during term time Mon-Fri from the beginning of October, starting at the end of the school day and closing at the time specified for each club.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first served basis.
- The club is open to all children from Reception (once full time) to Year 10 depending on the club.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Registration forms, available from the school website, must be completed prior to a child starting at the club.
- Emergency contacts and password must be given before a child can attend the club to the venue/ activity
- To ensure a place the required day(s) must be reserved and paid for whether or not they are used, for a term.
- Fees will be invoiced termly

- Confirmation of a place will be given.
- Should you no longer wish your child to attend an After School Club, you must give at least one full month's notice in writing.
- Waiting lists will be run for over-subscribed days.
- Fees must be paid through the school systems via the bank account
- If a session has not been paid for, in advance, the child will not be able to commence the activity, and a member of staff will contact parents/carers to arrange immediate collection.

Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.

Venue

- After School Club's are based in different locations, some external from the school. The children will catch the school bus to the external locations and will be escorted to the activity provider's location but parents need to collect their children at the time the club ends. Venues are not responsible for parents being late.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session.
- Parents will collect their child(ren) from the school gate or venue entrance. A member of staff will escort the children to the gate/ entrance.
- Staff will check who collected each child and only release children to authorised parents/ guardians.
- If a parent is unable to collect their child as arranged, they must arrange for someone authorised to do so instead.
- If someone else will be collecting a child, the school office staff must be informed by telephone.
- Each family must agree a password with the after school club, to be used by other adults collecting their child.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed.
- Staff will follow and record late collections, and this could result in the afterschool club being withdrawn to that child.
- If a child is picked up late a charge of 5 euros will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Safeguarding Children Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Social Services involvement.

Snacks

- There will be time for children to eat a healthy snack, which they should bring with them, during the registration period at the beginning of the session or whilst travelling to the venue.
- Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles or snacks containing nuts should be sent in.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the After School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures for each venue.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately, and procedures followed. The activity will ring the Extra Curriculum Lead or member of SLT

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be reported to Wingate School and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Staff Code of Conduct in the staff handbook.
- The maximum number of children will not exceed a ratio of 1 adult to 18 children (1:18) where possible.
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents - KCSIE and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of all students
- The clubs will be led by qualified members of staff.